

# **Thomas J. Thornton**

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## **Experience**

### **East Greenwich Parks and Recreation**

East Greenwich, RI

#### **Program Coordinator**

October 2012 – October 2017, December 2017- Present

- Assists the Parks and Recreation Director in implementation of year round and seasonal recreation programs, trips, events and services
- Communicates departmental practices, procedures, regulation and guidelines on behalf of the director
- Handles sensitive matters with diplomacy
- Enters data into the specialized Department software and handles transactions
- Chaperoning trips for youth, teens, adults and seniors, teaching classes, evaluating programs and staff, and assisting all needs of Summer Camp programs

### **General Dynamics- Electric Boat**

New London, CT

#### **Planner**

October 2017- December 2017

- Planning of Mechanical Engineering components for Columbia class nuclear submarines.

### **Narragansett Parks and Recreation**

Narragansett, RI

#### **Program Supervisor and Camp Director**

September 2010 – September 2012

- Developed and managed 12 recreational programs throughout the town, including basketball leagues, tennis lessons, and vacation camps
- Worked with the Program Coordinator to hire staff and create teams for different leagues
- Balanced a variety of tasks, including answering phones, filing paperwork, and scheduling fields for athletic programs
- Processed and tracked deposits, registration fees, and municipal dues
- Trained, supervised, and created schedules for 15 season staff members
- Established a safe atmosphere for children ages 5-13 and interacted with parents if there were any issues or concerns
- Prepared and organized town events, such summer concerts, tournaments, seasonal festivals

#### **Program Attendant and Camp Counselor**

June 2001– September 2010

- Collaborated with management and other employees to meet participants' needs
- Responded to inquiries from parents and guardians to ensure high level of satisfaction
- Prepared for programs by gathering and setting up necessary equipment

### **J. Arthur Trudeau Memorial Center (Wawick, R.I.)/**

### **The Frank Olean Center (Westerly, R.I.)**

#### **HBTS/PASS Worker**

December 2010 – June 2017

- Motivate client to achieve and surpass goals by being supportive and encouraging
- Monitor the goal progression throughout each session, record results, present summary of session to parents, and provide notes to support staff for filing

## **Education**

### **University of Rhode Island**

Kingston, RI

Bachelors of Arts in Communication Studies

August 2011

GPA: 3.2

## **Skills**

**Computer Skills:** Proficient in MS Word, MS Excel, MS PowerPoint, MS Publisher, RecPro, and RecWare

**Other Skills:** Certified in CPR, First Aid and AED, and Chauffeurs License